

K E A R N S



W E S T

Kearns & West, Inc

1990 K Street, NW
Suite 620
Washington, DC 20006
(202) 448-8772

City of Newport Beach
Benjamin Zbeda
100 Civic Center Drive
Newport Beach, CA 92660

Invoice number 016636
Date 09/13/2019

Project **1855 Newport Beach General Plan
Listen and Learn**

Tax ID: 04-2813873

Cc: bzdeba@newportbeachca.gov

INVOICE SUMMARY

August 1 – 31, 2019

Description	Current Billed
1.1 KICK-OFF MEETING	3,585.00
1.2 STEERING COMMITTEE MEETINGS	885.00
2.1 OUTREACH PROGRAM	5,437.50
2.2 GRAPHIC IDENTITY	1,567.50
2.5 CITYWIDE LAUNCH EVENT	1,485.00
EXPENSES	
TRAVEL - K&W	95.12
Total	13,055.12

Invoice Task Summary

**1855 Newport Beach Listen & Learn
August, 2019**

Tasks Completed and in Progress:

- Internal Kearns & West and preparation for the project kick-off meeting.
- Agenda development for Kick-off meeting.
- Attendance, facilitation, and travel to City Hall for the Listen & Learn Kick-off Meeting.
- Preparation of materials for the September 12 Steering Committee Meeting, including drafting presentations, agenda, coordinating deliverables, and QA/QC.
- Review of City comments on presentation and deliverables.
- Reviewed materials and developed outline for community engagement and outreach program.
- Team coordination for outreach plan objectives.
- Development of draft outreach program.
- Review and QA/QC of the outreach program.

PROFESSIONAL SERVICES

1.1 Kick-off Meeting

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	4.00	165.00	660.00
Senior Associate			
Taylor G. York	7.50	150.00	1,125.00
Vice President			
Joan N. Isaacson	8.00	225.00	1,800.00
1.1 Kick-off Meeting subtotal			3,585.00

1.2 Steering Committee Meetings

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	4.00	165.00	660.00
Vice President			
Joan N. Isaacson	1.00	225.00	225.00
1.2 Steering Committee Meetings subtotal			885.00

2.1 Outreach Program

	Hours	Rate	Billed Amount
Associate			
Jack Hughes	3.25	150.00	487.50
Director			
Jenna Tourje	25.00	165.00	4,125.00
Senior Associate			
Taylor G. York	3.25	150.00	487.50
Vice President			
Joan N. Isaacson	1.50	225.00	337.50
2.1 Outreach Program subtotal			5,437.50

2.2 Graphic Identity

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	9.50	165.00	1,567.50
2.2 Graphic Identity subtotal			1,567.50

2.5 Citywide Launch Event

	Hours	Rate	Billed Amount
Director			
Jenna Tourje	9.00	165.00	1,485.00
2.5 Citywide Launch Event subtotal			1,485.00
PROFESSIONAL SERVICES subtotal	76.00		12,960.00

Project 1855 Newport Beach General Plan Listen and Learn

Invoice number 016636
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EXPENSE DETAIL

	Billed Amount
TRAVEL	95.12
Expenses subtotal	95.12

Invoice total **13,055.12**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
016636	09/13/2019	13,055.12	13,055.12				
	Total	13,055.12	13,055.12	0.00	0.00	0.00	0.00

Terms: 1/10 Net 30 Days Charges of 1.5% per month (18% per annum) will be applied on all unpaid accounts.

Please remit to:

*Kearns & West, Inc.
1990 K Street, NW
Suite 620
Washington, DC 20006*



Expense Report

Tuesday, September 24, 2019
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Name: Joan N. Isaacson				Report Dates:		Report Amounts:			
Description:				Begin Date		Advance Amount 0.00			
Notes:				End Date 8/17/2019		Total Amount 95.12			

Date	ID	Project Description	Phase	Expense Item	Payee	Units	Rate	Amount	Reference	Credit Card	Import	Prsnl
8/17/2019	1855	Newport Beach General Plan Listen and Learn	(Enter Consultant Name Here) Expenses Travel - (Consultant Name Here)	TRAVEL		0.00	0.0000	95.12			○	○
Total:								95.12				
Advance:								0.00				
Credit Card:								0.00				
Personal:								0.00				
Net Due:								95.12				

Manager Signature

Date

Approval:	Name	Approved
Accounting:	Phillip Davis	08/23/19

